



# Employment Application Form

To be considered for employment you must fill in all information requested below and provide us with a clean copy of your most recent résumé. Please sign the completed application in ink. Virginia Tire & Auto is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.

Please submit completed applications & resumes to [Recruiting@vatire.com](mailto:Recruiting@vatire.com).

## General Information

Name:		Email:	
Home Address:			
City:	State:	Zip:	
Home Phone:		Cell Phone:	
Date of Application:		Position Applying:	
How did You hear about the position?			
Reason for interest in position (please explain in detail)			
If hired, date available to start work:			
If hired, can you provide proof of citizenship or right to work immigration status?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a felony under your current name or any other name?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If convicted of a felony please explain:			

## Education and/or Training

Please check highest degree completed:				
<input type="checkbox"/> High School	<input type="checkbox"/> Associates	<input type="checkbox"/> Bachelors	<input type="checkbox"/> Masters	<input type="checkbox"/> Doctorate
Masters (type):		Doctorate (type):		

Please complete for all degrees achieved (undergraduate and/or graduate):

School	Major Subject Studied	Degree/Date

Please list any professional licenses/certificates that you now hold:

Please list any special training programs attended in recent year:

## Employment/Work Experience

List previous experience starting with your present/most recent job, followed by at least the last 10 years of your work history. You may not write "see resume." All information must be completed.

Employer:		Title:	
Address:			
Date Employed:		Last Salary/Hourly Wage:	
Supervisor's Name:		Phone Number:	
Reason for leaving:		May we contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Duties:			
Employer:		Title:	
Address:			
Date Employed:		Last Salary/Hourly Wage:	
Supervisor's Name:		Phone Number:	
Reason for leaving:		May we contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Duties:			
Employer:		Title:	
Address:			
Date Employed:		Last Salary/Hourly Wage:	
Supervisor's Name:		Phone Number:	
Reason for leaving:		May we contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Duties:			

## Professional References

Name	Relationship	Phone

### Applicant's Statement (read carefully before signing)

I have read and fully understand the questions asked in this application. I affirm that all answers given by me are true, accurate and complete. I understand and agree that any misrepresentation or omission by me in this application or any other materials submitted by me to Virginia Tire & Auto will be sufficient cause for cancellation of this application and/or separation from employment with Virginia Tire & Auto if I have been employed. I give Virginia Tire & Auto permission to use any information in this application, to enable it, and its agents to verify the information contained in this application. I hereby release from liability Virginia Tire & Auto and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. This application is current and considered active for a period of three (3) months from the date signed below. At the conclusion of this time, if I have not heard from Virginia Tire & Auto and still wish to be considered for employment, it will be necessary for me to fill out a new position. I understand that Virginia Tire & Auto is an at-will employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date